

REQUEST FOR PROPOSALS FOR ENGINEERING and/or GRANT ADMINISTRATION SERVICES

Stillwater County has been awarded a Department of Natural Resources (DNRC) Planning grant and a Treasure State Endowment Program (TSEP) Planning Grant by the Montana Legislature for a full water system evaluation and PER for the Rapelje, Montana Water System in accordance with the Uniform Application PER outline for water system projects. The PER will be used as a basis for the community to select the most appropriate and cost effective solution for meeting the community's long term water system needs.

The Stillwater County Commission is requesting proposals for Professional Engineering Services and/or Grant Administration services to assist the County in designing and supervising construction of this project in compliance with all applicable requirements under the Montana TSEP Program. Payment terms will be negotiated with the selected offeror. Project work must be completed by December 2010.

The services to be provided may include:

- ☐ Preparing a preliminary engineering report and an environmental checklist in accordance with the *Uniform Application for Montana Public Facility Projects*
- ☐ Conducting studies and tests necessary to assess the water system
- ☐ Designing system improvements including preparing plans and specifications and assembling a bid package in conformance with applicable requirements
- ☐ Providing bid evaluation services such as preparing the advertisements for bid solicitation, conducting the bid opening, and evaluating the bids received
- ☐ Providing construction engineering services such as conducting the preconstruction conference, field staking, on-site inspection of construction work, testing, preparing inspection reports, reviewing contractor requests for payment, conducting final inspection, and providing certified "as built" drawings to the County and appropriate regulatory agency upon project completion
- ☐ Preparing an operation and maintenance manual
- ☐ Providing grant administration and grant writing services for the project.

There is no guarantee that the County will require any number of the above, and the County will reserve the right to seek additional assistance from other firms for some of the above if the County finds this to be in the County's best interest.

Responses should include:

1. The firm's legal name, address, and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff to be assigned to project;

4. A description of the firm's prior experience, including any similar projects (in particular those funded by TSEP), size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance;
5. A description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and
6. The proposed work plan and schedule for activities to be performed

Respondents will be evaluated according to the following criteria:

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| 1. The qualifications of the professional personnel to be assigned to the project | 30% |
| 2. The consultant's capability to meet time and project budget requirements | 15% |
| 3. Location | 10% |
| 4. Related experience on similar projects | 30% |
| 5. Recent and current work for the entity issuing the RFP | 15% |

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the County, all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to:

Melissa Kramer

Economic Development Coordinator, Stillwater County

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Columbus, MT 59019

406-322-8050

mkramer@stillwater.mt.gov

All responses must be received by 3 pm September 17, 2009. Please state "TSEP Engineering Services Proposal" on the outside of the response package. Respondents may review the TSEP application, which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Stillwater County Planning Office during regular office hours. A copy of the application is also available for review at the offices of the Community Development Division, Montana Department of Commerce, 301 S. Park Ave., Helena, MT 59620-0523.

This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, the County Commission reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.